



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 5430.47B  
OP-09B21

29 NOV 1991

OPNAV INSTRUCTION 5430.47B

From: Chief of Naval Operations

Subj: MISSION AND FUNCTIONS OF THE CHIEF OF NAVAL PERSONNEL

Encl: (1) Mission and functions of the Chief of Naval Personnel

1. Purpose. To update the mission and functions to be performed by the Chief of Naval Personnel. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 5430.47A.

3. Organization and Command Relations. The Bureau of Naval Personnel (BUPERS) was originally established by the Act of 5 July 1862, was redesignated under its current title by the Act of 13 May 1942, and now is reflected in the Act of 10 August 1956 (10 U.S.C. 5131), as amended. Under the command of the Chief of Naval Operations, the Chief of Naval Personnel commands the Bureau of Naval Personnel and shore activities as assigned by the Chief of Naval Operations.

4. Authority Over Organizational Matters. The Chief of Naval Personnel is authorized to organize, assign, and reassign responsibilities within BUPERS including the establishment and disestablishment of such component organizations as may be necessary, following procedures prescribed in current instructions.

5. Relationships. In conducting the business of the Bureau of Naval Personnel, the Chief of Naval Personnel will establish direct liaison and communication with other Navy commands, appropriate Navy Department and Office of the Secretary of Defense officials, and with Defense agencies, other military departments, other Federal agencies, and private organizations. The Chief of Naval Personnel shall keep the Chief of Naval Operations advised of matters that require his attention or knowledge.

6. Action. The Chief of Naval Personnel shall carry out the responsibilities in enclosure (1) and advise the Chief of Naval Operations of any recommended modifications.

A handwritten signature in dark ink, appearing to read "R. M. Walsh".

R. M. WALSH

Assistant Vice Chief of Naval Operations

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(See next page)

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**MISSION AND FUNCTIONS OF THE  
CHIEF OF NAVAL PERSONNEL**

**Mission:** To implement Chief of Naval Operations (CNO) responsibilities for managing the planning and programming of manpower, personnel, and training (MPT) resources and budgeting for military personnel; to develop systems for requirements determination of total force MPT resources and allocation of military personnel; to plan and direct the procurement, distribution, administration, and career motivation of the military personnel of the regular and reserve components of the United States Navy; to exercise centralized coordination and control of professional standards criteria; and to develop and implement service-wide programs for improved human relations and quality of life.

**Functions:**

1. The Chief of Naval Personnel (CHNAVPERS) is an additional duty assignment for the Deputy Chief of Naval Operations (Manpower, Personnel and Training) (OP-01) within the Office of the Chief of Naval Operations.
2. The Chief of Naval Personnel commands the Bureau of Naval Personnel (BUPERS) and provides command and support to those activities as assigned by CNO.
3. Conducts review and oversight of the Command Evaluation, Internal Control, and audit liaison/follow-up programs for the claimancy.
4. Budgets, accounts, and reports for programs assigned and controls obligations and expenditures of appropriated funds allocated to finance approved programs.
5. Administers the advancement, retirement, separation, and distribution of Regular and Reserve Navy personnel.
6. Maintains the Navy's total force manpower requirements and authorization systems and personnel management information system for the Navy.
7. Sponsors the Navy's Quality of Life Program.
8. Advises CNO on military compensation policy, pay entitlement, and travel reimbursement matters.
9. Manages the total force manpower requirements and Navy end strength accounting and billet quality.

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10. Formulates military personnel policies and plans necessary to implement Navy's mobilization plans.
11. Maintains records of service of Navy personnel.
12. Administers the central-nonappropriated funds available for the welfare and recreation of Navy personnel.
13. Administers those functions prescribed by law involving benefits for Navy personnel and their dependents.
14. Prepares, revises, and publishes U.S. Navy Uniform Regulations and the Registers of Commissioned and Warrant Officers of the United States Navy. Jointly with the Comptroller of the Navy (NAVCOMPT) and the Commandant of the Marine Corps (CMC) prepares and revises Navy travel instructions and such other publications necessary for the proper administration of personnel.
15. Administers selection boards to consider permanent commissioned officers on the active duty lists of the Navy for permanent promotion to the next higher grade, for continuation, and for selective early retirement; and selection boards for promotions of officers of the Naval Reserve not on the active duty list.
16. Administers personnel management actions in support of the Navy Disability Evaluation System.
17. Provides administrative and technical guidance for certain personnel related functions performed Navy-wide, except as otherwise prescribed by the CNO, such as:
  - a. Armed Forces leave program for the Navy;
  - b. Morale, welfare, and recreation activities;
  - c. Transportation of Navy personnel and their dependents;
  - d. Determining habitability and occupancy criteria for bachelor housing;
  - e. Performance, discipline, and separation;
  - f. Operation of naval places of confinement;
  - g. Implementation and management of programs for improved human relations/human resource management.

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18. Manages personnel manning for activities, commands, and programs administered by BUPERS or which may be assigned by the CNO.
19. Provides professional, technical, and administrative support to the office of the Chief of Chaplains.
20. Manages the research effort for manpower, personnel, and training programs.
21. Maintains and administers an effective and efficient structure of officer and enlisted classifications to provide a sound basis for manpower and personnel management and administration in the Navy.
22. Assists the CNO, Naval Facilities Engineering Command, and other major claimants in the planning and programming of personnel support facilities.
23. Provides video, audio, graphic arts, and production capabilities to support BUPERS.
24. Is responsible to the Commandant of the Marine Corps and the heads of other Navy organizations in meeting particular needs within assigned areas of responsibility.
25. Discharges other responsibilities which may be assigned by higher authority.

Enclosure (1)